

SAP Ariba Quick Reference Guide

How to invoice in Ariba

Supplier process

**All screenshots provided are examples only*

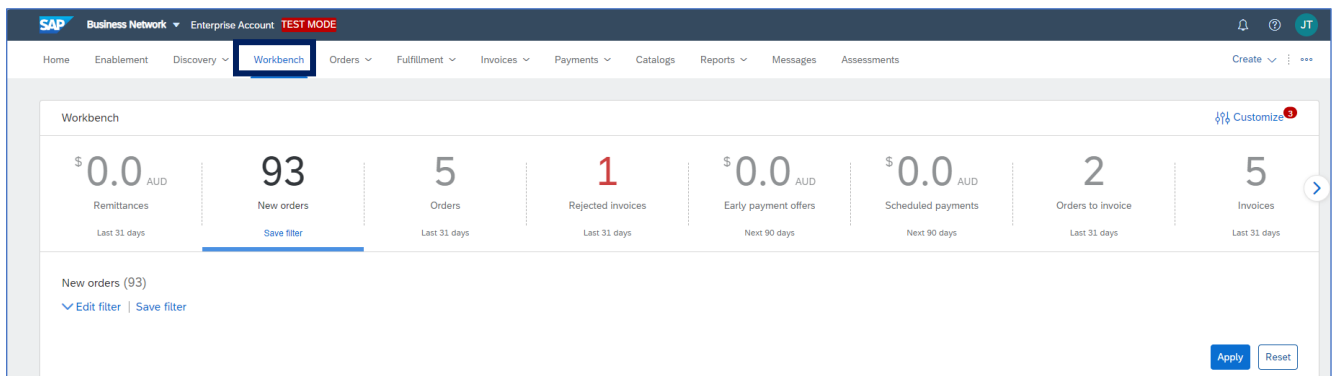
Overview

This Guide demonstrates how you can create and send your invoices in Ariba.

Instructions

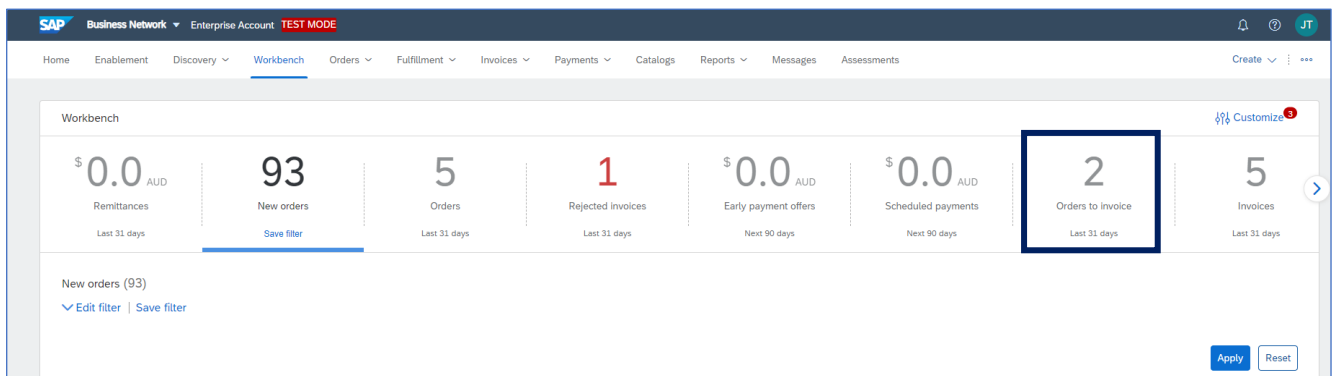
Step 1:

Log into Ariba and go to the **Workbench** tab.



Step 2:

Click on **Orders to invoice**.



Step 3:

Select a different date range if the purchase order was created more than 31 days ago.

The screenshot shows the SAP Business Network Workbench interface. The 'Orders to invoice' section is active, displaying a list of orders. A dropdown menu for the 'Creation date' filter is open, showing options: 'Last 31 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days' (highlighted), 'Last 90 days', 'Last 365 days', and 'Custom date range'. The 'Last 365 days' option is highlighted with a red box.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
5030001049	Department of Transport and Main Roads Queensland-S1 - TEST	\$500 AUD	Oct 31, 2023	New		...
5030001034	Department of Transport and Main Roads Queensland-S1 - TEST	\$100 AUD	Oct 5, 2023	New		...

Step 4:

Select the Purchase Order you would like to invoice.

The screenshot shows the SAP Business Network Workbench interface. The 'Orders to invoice' section is active, displaying a list of orders. The first order, '5030001049', is highlighted with a red box.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
5030001049	Department of Transport and Main Roads Queensland-S1 - TEST	\$500 AUD	Oct 31, 2023	New		...
5030001034	Department of Transport and Main Roads Queensland-S1 - TEST	\$100 AUD	Oct 5, 2023	New		...

Step 5:

Click the **Create Invoice** dropdown button and then select **Standard Invoice**.

SAP Business Network - Enterprise Account TEST MODE

Purchase Order: 5030001049

Done

Create Order Confirmation Create Ship Notice **Create Invoice**

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History

Step 6:

Enter the invoice number, the invoice date and your ABN in the Supplier tax ID field.

SAP Business Network - Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field Add to Header

Summary

Purchase Order: 5030001049

Invoice #:

Invoice Date: 31 Oct 2023

Service Description:

Supplier Tax ID:

Remit To: SUNSHINE COAST AIR CONDITIONING & REFRIGERATION PTY LTD

Caloundra Queensland
Australia

Bill To: Other Business Units - Corp

Brisbane QLD
Australia

Subtotal: \$500.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$500.00 AUD
Total Net Amount: \$500.00 AUD
Amount Due: \$500.00 AUD

View/Edit Addresses

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: SUNSHINE COAST AIR CONDITIONING & REFRIGERATION PTY LTD

Caloundra Queensland
Australia

Ship To: 61 Mary Street
Brisbane QLD
Australia

Deliver To: Bob
61 Mary Street

View/Edit Addresses

Payment Term

Net Term(days): 28

Add Discount/Penalty Term

Step 7:

Leave the Shipping toggled to whichever of Header or Line level shipping it is already on.

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: SUNSHINE COAST AIR CONDITIONING & REFRIGERATION PTY LTD

Caloundra Queensland
Australia

Ship To: 61 Mary Street
Brisbane QLD
Australia

Deliver To: Bob
61 Mary Street

View/Edit Addresses

Payment Term

Net Term(days): 28

Add Discount/Penalty Term

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: SUNSHINE COAST AIR CONDITIONING & REFRIGERATION PTY LTD

Customer: Other Business Units - Corp

Brisbane QLD
Australia

View/Edit Addresses

Step 8:

Scroll down to the Line Items, adjust the Unit Price to the GST exclusive amount then click **Update**.

Add to Header ▾

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% GST / Goods and Services Tax ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Maintenance of air conditioners on level 5, 123 Smith Street.		1	EA	\$500.00 AUD	\$500.00 AUD

Line Item Actions ▾

Step 9:

To add the GST to the invoice:

- 1 Tick the box beside the line item you are adding GST to
- 2 Tick the **Tax Category** box above it
- 3 Change the dropdown field to **10% GST / Goods and Services Tax**
- 4 Click the **Add to Included Lines** button
- 5 Press **Save**
- 6 Press **Next**.

Add to Header ▾

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 10% GST / Goods and Services Tax ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Maintenance of air conditioners on level 5, 123 Smith Street.		1	EA	\$627.00 AUD	\$627.00 AUD

Line Item Actions ▾

Step 10:

On the next screen, review your invoice then press **Submit**.

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Australia. The document's destination country is: Australia.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Step 11:

You should receive confirmation that the invoice has been submitted.

SAP Business Network ▾

Invoice 8754 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	14/06/24	Creation	Ariba Support	Ariba Support
1.1	08/08/25	Qld Govt branding, document control	X.Nightingale	K.Shires